

# Job Description: Facility Management Engineer

## About the Al Qasimi Foundation

The Sheikh Saud bin Saqr Al Qasimi Foundation for Policy Research (AQF) is a leading philanthropic organization based in Ras Al Khaimah, United Arab Emirates. The Foundation supports the social, cultural, and economic development of RAK and the wider UAE through research, policy engagement, capacity development, and community programming.

## Position Overview

The Facility Management Engineer will report to AJAH Manager and will oversee the full spectrum of facility operations at Al Jazeera Al Hamra Heritage Village (AJAH), ensuring that all heritage structures, infrastructure, technical systems, public spaces, and visitor-facing facilities are maintained to the highest standards. This role requires a balance between modern facility management practices and the preservation of a historically significant cultural site, combining strategic planning with hands-on execution.

The successful candidate will be a proactive professional responsible of managing maintenance programs, coordinating contractors and service providers, and ensuring operational readiness across a heritage environment while safeguarding the architectural integrity and cultural significance of the village.

The role plays a critical part in preserving the integrity, authenticity, and presentation of AJAH while supporting visitor experience, cultural programming, event delivery, tourism, and regulatory compliance. The successful candidate will contribute to the Foundation's commitment to excellence in heritage preservation, cultural stewardship, and meaningful community engagement.

## Key Responsibilities

### Facility Maintenance Management (35%)

- Develop, implement, and continuously improve preventive and corrective maintenance plans for all site assets including heritage buildings, traditional structures, public and visitor facilities, pathways, utilities, and supporting infrastructure across the heritage village.
- Ensure all maintenance activities are carried out with sensitivity to heritage preservation standards and historical integrity.
- Conduct routine inspections and ensure timely maintenance interventions.
- Coordinate with contractors, conservation specialists, and service providers for repairs, upgrades, and ongoing maintenance.
- Maintain detailed records of inspections, schedules, and maintenance activities, conservation works, and asset conditions.
- Monitor contractor performance and ensure adherence to quality standards, preservation guidelines, budgets, and timelines.

### **Electrical & Technical Systems (20%)**

- Ensure all electrical systems, including Distribution Boards (DBs), cabling, and power supply, are fully functional, safe, and compliant.
- Oversee temporary and event-related electrical setups, ensuring safety and reliability.
- Monitor and maintain all technical infrastructure across the site.
- Coordinate troubleshooting and emergency response for electrical faults and technical breakdowns.

### **Security & Monitoring Systems (10%)**

- Ensure CCTV, surveillance systems, access monitoring, and site security infrastructure are fully operational and effective.
- Monitor security coverage, identify gaps, and coordinate system upgrades.
- Support overall site safety through continuous technical monitoring and system improvements.

### **Cleaning & Waste Management (10%)**

- Develop and oversee structured cleaning plans for the entire site.
- Ensure cleaning standards preserve both visitor experience and the condition of heritage assets.
- Ensure timely waste removal, particularly following events.
- Supervise cleaning teams and maintain high standards of cleanliness across visitor areas.

### **Landscaping & Site Presentation (10%)**

- Develop and implement landscaping and irrigation plans and external site presentation plans that complement the heritage identity of the village.
- Ensure green spaces are maintained to high standards.
- Coordinate seasonal planting, irrigation maintenance, and improvements with contractors.

### **Coordination with Authorities (5%)**

- Liaise with government entities such as Municipality, Civil Defense, and EtihadWE.
- Secure necessary approvals, permits, and NOCs for all works, and compliance documentation for restoration, maintenance, and infrastructure works.
- Ensure full compliance with all regulatory and safety requirements, and heritage preservation standards.

### **Event & Site Operations Support (10%)**

- Support all cultural events, festivals, exhibitions, and public programming by ensuring site infrastructure and utilities are fully prepared and operational.
- Coordinate pre- and post-event setup, inspections, and restoration of the site.
- Ensure all temporary installations are safe, compliant, and properly dismantled.

### **Main Duties**

- Conduct weekly and monthly site inspections of heritage buildings and operational facilities.
- Identify, report, and resolve maintenance issues proactively.

- Ensure all systems (electrical, mechanical, safety) are operational.
- Coordinate and supervise contractors, vendors, and outsourced service teams.
- Ensure compliance with safety and heritage preservation guidelines.
- Prepare reports on maintenance, site risks, incidents, contractor performance, and recommended improvements.
- Support budgeting and cost control for maintenance operations and infrastructure enhancement projects.

### **Performance Expectations**

- Maintain 100% operational readiness of all facilities, utilities, and infrastructure.
- Deliver timely execution of preventive maintenance schedules.
- Ensure high standards of cleanliness, safety, and site presentation, and visitor readiness.
- Successfully support events with zero critical technical disruptions.
- Proactively identify and resolve maintenance issues before escalation.

### **Candidate Profile**

#### **Qualifications & Experience**

- Bachelor's degree in Engineering (Electrical, Mechanical, or related field).
- Minimum 3 - 5+ years of experience in facility management or infrastructure operations, site engineering, or heritage asset management.
- Experience managing heritage sites, large campuses, or public facilities is an advantage.

#### **Skills & Competencies**

- Strong technical knowledge of electrical systems, facilities management, and infrastructure maintenance.
- Understanding of heritage-sensitive maintenance practices and site preservation requirements.
- Excellent problem-solving, planning, and organizational skills.
- Ability to manage multiple vendors, contractors, projects and operational priorities simultaneously.
- Strong communication, coordination, and stakeholder management abilities.
- High attention to detail and commitment to safety, preservation, and operational excellence.

#### **Management Skills**

- Ability to supervise contractors and service providers effectively.
- Strong planning and execution capabilities.
- Capacity to work independently in a field-based environment.

#### **Organizational Fit**

- Commitment to preserving cultural heritage and community spaces.
- Strong sense of responsibility, accountability, and ownership.
- Ability to work in a dynamic, event-driven environment.
- Collaborative mindset with sensitivity to cross-functional teams and stakeholders.

### **Compensation & Benefits**

- Competitive, tax-free salary
- Comprehensive health insurance
- Professional development opportunities
- Value-driven organizational culture.

### **Reporting Structure & Team Dynamics**

- Reports to: AJAH Manager
- Works closely with: AJAH Management Team, Administration & Finance
- External coordination with contractors, service providers, and government authorities
- Supervises: Contractors and outsourced service teams

### **Application Requirements**

Candidates must provide:

- CV
- Cover Letter
- Relevant certifications (if applicable)
- Portfolio or project examples (optional but beneficial)